



# Hotline



For Returned Volunteers/  
From the Office of Public Engagement

## Hot Resources

### Highlights

**Join RVS for the last National RPCV Conference in 2011!**

For more information, see page 3.

**Get reminders to download the latest issue of Hotline.**

For more information, see page 4.

**Check out new Malaria Initiative Response positions.**

For more information, see page 6.

## Peace Corps Hotline

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To place job announcements, visit  
[www.peacecorps.gov/rpcv/hotline](http://www.peacecorps.gov/rpcv/hotline)  
or contact

Peace Corps

Returned Volunteer Services

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Paul D. Coverdell Fellows Program

Peace Corps Response

## Successfully Marketing Yourself at Career Fairs

By Jodi Hammer, RPCV Career Center Coordinator (RPCV Ecuador 1994-1997)



*Reprinted with modifications from Hotline, August 1, 2009.*

*Editor's note: The next RPCV Career Fair in Washington, DC, on Thursday, August 11th is a great way to try out some of Jodi's tips below! For more information, visit [www.peacecorps.gov/rpcv/events](http://www.peacecorps.gov/rpcv/events).*

Have you ever attended a career fair, excited about the organizations being represented, eager to learn about the many job opportunities awaiting you, and all prepared to sell yourself with your well-crafted 30-second elevator pitch ... only to walk away feeling utterly frustrated, even disillusioned? Were you disappointed to find that the vast majority of recruiters didn't even collect hard copies of the resume you toiled over in preparation for the event, but rather simply referred you to their website for all job postings and/or to submit your resume electronically?! If so, you're not alone. One of the most frequent complaints I hear from RPCVs in the job market today is just this—they feel job fairs are not a very productive part of their job search process.

I beg to differ. While, yes, I empathize with RPCVs that job

fairs can be frustrating, I contend it has more to do with how RPCVs are approaching job fairs and what they're expecting from them. I contend that much of the frustration results from clinging to an outdated definition of career fairs. Let's face it, gone are the days of the "old fashioned" career fairs where recruiters from a plethora of companies would flock to the event primarily to collect hard copy resumes from attendees for current and future openings.

Like it or not, thanks to today's advanced technology, recruitment efforts, like everything else, are now largely managed electronically. This directly impacts job fairs. Employers have found electronic submission of data to be much more efficient for organizing and processing resumes, not to mention a less costly and more environmentally-friendly approach.

Truth be told, in today's world, even if an organization does agree to accept a hard copy of your resume at a job fair, it doesn't guarantee that it won't end up in the 'circular file' (AKA trash) as opposed to an electron-

ically-submitted version which is much easier to maintain and does not require extra labor on behalf of the recruiter to scan and file your hard copy. Even if a hard copy resume is given at a career fair, be willing to go the extra mile and also submit your resume electronically in your follow-up with the recruiter after the job fair.

So, if it's much easier for recruiters to collect and process electronic resumes than hard copies, why attend the career fair? Because it is a great opportunity to connect with representatives from various organizations of interest. Therefore, I encourage you to broaden your perspective of the role of career fairs in your job search. You might just find they can become valuable tools in your getting that wonderful new dream job! You might find yourself gainfully employed soon, thanks in part to some connection you made at a job fair. Below are a few tips and pointers for making those connections and to successfully market yourself at career fairs:

**1. First, maintain realistic expectations of the job fair.** Face the facts: You are more likely to leave the job fair with-



### Public Sector

#### **PARK RANGER • St. Augustine, Fla.**

GS-5 position available with Castillo de San Marcos National Monument. Duties: provides visitor services; orients guests to cultural and historic significance of monument; collects fees; develops interpretive programs. Qualifications: spoken Spanish fluency; current noncompetitive eligibility preferred. Salary: \$30K. Deadline: 7/30/2011. For information and to apply, email christopher\_lins@nps.gov; phone: 904.829.6506, ext. 232; website: www.nps.gov/casa.

#### **ACCOUNT EXECUTIVE • D.C.**

GS-7/9/12 position available with Federal Citizen Information Center. Duties: coordinates distribution and media promotion of government publications and online information; researches, develops, and writes web content; develops business and partnerships; manages relationships; brainstorms promotional methods for programs and services; oversees inventory; distributes publications. Qualifications: current noncompetitive eligibility; B.A./B.S.; passion for public service; familiarity with fed-

eral government information; customer service skills; ability to work enthusiastically; ability to work with numbers comfortably; writing skills; Microsoft Office skills; marketing or outreach experience to Latin or Asian immigrant community preferred. Deadline: 7/29/2011. For more information and to apply, email james.zawada@gsa.gov; phone: 202.501.1799; website: pueblo.gsa.gov. *For more information on this position see page 12.*

#### **CHIEF, DISEASE PREVENTION SECTION • Richmond, Calif.**

Position available with University of California San Francisco, California Department of Public Health, STD Control. Duties: oversees and manages variety of STD primary prevention and capacity-building programs using health promotion, health education, and health communication at statewide and local levels; works with STD community interventions program, health promotion, and health education unit; leads branch's health disparities work group. Qualifications: M.A. in public health with specialty in community health education or health behavior preferred; experience in post M.P.H. career, working with diverse populations and commu-

nity groups on health issues. Salary: \$65,100–\$113,600. For more information and to apply, email lindsey.apodaca@cdph.ca.gov; phone: 916.552.9789; website: www.std.ca.gov.

### Private Sector

#### **HOUSING SPECIALIST • Portland, Ore.**

Part-time position available with Outside In. Duties: provides transitional housing program for culturally diverse, homeless youth, ages 16–24; works 33 hours per week, including overnights and weekends; works in leadership role with team; develops and improves program. Qualifications: two years' experience with at-risk youth, homeless youth, or shelter and housing programs; Spanish language ability preferred. Salary: \$11/hour. For more information and to apply, email apply@outsidein.org; phone: 503.535.3896; website: www.outsidein.org.

#### **LOAN INFORMATION SPECIALIST (REF#11-65) • Birmingham, Ala.**

Position available with Seedco. Duties: identifies and cultivates small businesses and nonprofit loan leads in rural target markets. Qualifications: B.S./B.A preferred; financial skills; ability to develop and interpret financial statements applied to business accounting and finance principles; analytical skills. For more information and to apply, send resume and brief cover letter to sfsjobopenings@seedco.org with subject line, "Loan Information Specialist (Ref#11-65)."

#### **PROGRAM ASSOCIATE, EASTERN HIMALAYA-11124 • D.C.**

Position available with World Wildlife Fund. Duties: supports program goals and objectives; conducts research and analysis; organizes information and materials; drafts reports, proposals, and presentations; manages project administration and databases; writes program reports including donor reports, case studies, fact sheets, research summaries, and proposal development. Qualifications: B.A./B.S.; two years' relevant experience, preferably with environmental or humanitarian organization; proficiency in Microsoft Office; writing and communication skills; ability to work independently with geographically dispersed team; organization and analytical skills; knowledgeable or experience in Eastern Himalayan Region desired. For more information and to apply, visit www.worldwildlife.org/careers.

#### **COMMUNITY BUILD MANAGER • D.C. or San Mateo, Calif.**

Position available with KaBOOM! Duties: travels 60 percent of time, including weekends; designs events; facilitates conference calls;

# HOT! OPPORTUNITIES

#### **INTERNATIONAL RECRUITER • D.C.**

Position available with RTI International. Duties: recruits U.S., third-country, and cooperating country nationals for domestic, project, and proposal positions; performs strategic sourcing and research for departments within company's international development group; provides ad hoc recruitment support; negotiates salaries within company compensation guidelines. Qualifications: B.A./B.S. in business administration or human resources; ten years' work experience; five years' recruiting experience; international recruiting experience; experience working within office of federal contract compliance program guidelines. Deadline: 8/5/2011. For more information and to apply, email twells@rti.org; website: www.rti.org.

#### **ASSOCIATE PROGRAM MANAGER, LATIN AMERICA AND CARIBBEAN • Guatemala City, Guatemala**

Position available with Population Services International. Duties: provides support to social marketing programs in Latin American and Caribbean region; identifies new project and product opportunities; furthers new business development; designs new projects and writing proposals. Qualifications: M.A. in relevant field; English writing skills; Spanish fluency; two years' work experience in developing country; proficiency in word processing, spreadsheet software, and data analysis; experience in Guatemala preferred; demonstrated experience in public relations, fundraising, or grant writing preferred. Deadline: 8/24/2011. For more information and to apply, visit www.psi.org.

develops post-project reports; makes travel arrangements; resolves conflicts; galvanizes divergent groups. Qualifications: experience leading group to common goal; public speaking skills; fluency in spoken and written Spanish preferred; coordination, organization, interpersonal, and communication skills; ability to manage, influence, and motivate volunteer teams from various community groups; B.A./B.S. desired; project or event management experience; ability to multitask; driver's license; ability to lift 50 lbs, operate wheelbarrow containing 200 lbs, and work outdoors 15 hours per day. Salary: \$32K. For more information and to apply, email [hr@kaboom.org](mailto:hr@kaboom.org); phone: 202.659.0215; website: [www.kaboom.org](http://www.kaboom.org).

#### **ADMINISTRATIVE ASSISTANT (TEMP-TO-HIRE) • D.C.**

Position available with Ruthi Postow Staffing, Inc. Duties: supports non-profit; provides general office management; answers and routes phone calls; organizes office; orders supplies; provides project support; manages database; edits documents; schedules and manages calendar; makes

travel arrangements; assists in presentation preparation for internal and external meetings; sorts and distributes mail; maintains electronic and paper files. Qualifications: B.A./B.S.; two years' professional administrative experience; ability to coordinate mailings and prepare expense reports. Salary: Temporary: \$13/hour, Permanent: \$40K. Deadline: 7/29/2011. For more information and to apply, email [mjovel@rpstaffing.com](mailto:mjovel@rpstaffing.com); website: [www.RuthiPostowStaffing.com](http://www.RuthiPostowStaffing.com).

#### **DRIVING INSTRUCTOR • Bethel, Alaska**

Position available with Yuut Elitnaurviat, People's Learning Center, Incorporated. Duties: teaches drivers education; helps students pass written test; teaches state certified defensive driving class; gives state certified road test; teaches students to drive. Qualifications: valid Alaska driver license; five years' valid U.S. driver license holder; 25+ years old; clean driving record preferred; valid commercial driver license preferred. Salary: \$45K-\$50K. Deadline: 8/17/2011. For more information and to apply, email [josborne@yuut.org](mailto:josborne@yuut.org); phone: 907.543.0999; website: [www.yuut.org](http://www.yuut.org).

#### **CAREER GUIDE • Bethel, Alaska**

Position available with Yuut Elitnaurviat, People's Learning Center, Incorporated. Duties: delivers career guidance; provides case management, referrals, information, and support to job seekers, adults, and youth to build connections with vocational training, employability, and educational opportunities. Qualifications: B.A./B.S. or related experience; three years' documented program coordination or counseling experience; communication skills; familiarity with workplace basics and career development strategies. Salary: \$45K-\$50K. Deadline: 8/10/2011. For more information and to apply, email [josborne@yuut.org](mailto:josborne@yuut.org); phone: 907.543.0999; website: [www.yuut.org](http://www.yuut.org).

#### **RESEARCH MANAGER, MNM SURROUND SOUND • New York**

Position available with Malaria No More. Duties: develops and refines short and long term communications and operation strategies for project sites in Africa through design, coordination, and analysis of primary quantitative and qualitative research; prepares and presents

## *Reserve your spot at the RPCV Career Conference, August 9 - 12 in Washington, DC!*

Returned Volunteer Services invites you to a FREE upcoming career conference. Whether you've been back two weeks or two years, attend this conference to learn how to transform your Peace Corps skills and experiences into meaningful employment.

The RPCV Career Conference also provides an excellent opportunity to network with other RPCVs and RPCV-friendly employers, so if you're feeling lost and lonely in this difficult economy, please join us.

For the complete conference schedule and to register,

**[CLICK HERE!](#)**



Visit [www.peacecorps.gov/rpcv/events](http://www.peacecorps.gov/rpcv/events) to register or to learn more about other upcoming events.



results; cultivates and manages relationships; develops and maintains library. Qualifications: six years' account manager experience at major market research firm or market research arm of large marketing agency; experience working on variety of consumer-focused client types, including major corporations and non-profits; English fluency; French fluency preferred; Swahili or Wolof fluency desired. For more information and to apply, email [jobs@malarianomore.org](mailto:jobs@malarianomore.org), subject: Research Manager; website: [www.malarianomore.org](http://www.malarianomore.org).

**NUTRITION EDUCATION PROGRAM COORDINATOR • Appleton, Wis. or Oshkosh, Wis.**

Position available with University of Wisconsin, Cooperative Extension. Duties: enhances quality of family and community decisions that affect families; increases families' abilities to adapt to and effect change. Qualifications: B.A./B.S. in nutritional sciences, dietetics, family and consumer sciences, or related field; planning, implementing, or teaching educational program skills; ability to work cooperatively with other agencies and other community based organizations. Salary: \$36K-\$42K. Deadline: 8/2/2011. For more information and to apply, email [ces.jobs@uwex.edu](mailto:ces.jobs@uwex.edu); phone: 608.263.1945; website: [www.uwex.edu/ces/hr/listing.cfm?PVL=C11045](http://www.uwex.edu/ces/hr/listing.cfm?PVL=C11045).

**SENIOR TECHNICAL ADVISOR • D.C.**

Position available with Global Health Fellows Program. Duties: provides technical leadership to interagency community; improves monitoring and evaluation of U.S. Government international assistance for highly vulnerable children; increases knowledge and use of evidence-based practice. Qualifications: M.A. in program evaluation, child welfare and protection, social work, public health, public policy, epidemiology, demography, social and behavior science, or related field; ten years' progressively responsible experience working with child welfare or other social sector programs, public health, conducting evaluations or research; three years experience in developing country or resource challenged setting. Deadline: 7/25/2011. For more information and to apply, email [ghfprecruitment@ghfp.net](mailto:ghfprecruitment@ghfp.net); website: [www.ghfp.net](http://www.ghfp.net).

**RESEARCH, MONITORING AND EVALUATION SPECIALIST • New York**

Position available with Concern Worldwide US. Duties: provides specialized expertise on formative qualitative and quantitative research to support identification and prioritization of problems and project design; supports development of frameworks and research plans to guide research and activities pertaining to pilot projects.

## Love Hotline?

Want a reminder to download the latest issue on the 1st and 15th of every month?

We publish a reminder when the latest issue of Hotline is live on the RPCVNetwork listserv.

Sign up for the daily job and housing announcements:

<http://groups.google.com/group/rpcvnetwork>

Qualifications: six years' senior experience in conducting, managing, and monitoring evaluation or research; M.A. in public health or related field, with specializations in epidemiology, biostatistics, demography, or applied research; Ph.D. preferred. Deadline: 7/23/2011. For more information and to apply, email [hr.innovations@concern.net](mailto:hr.innovations@concern.net); website: [www.concernusa.org/Public/News.aspx?Id=916](http://www.concernusa.org/Public/News.aspx?Id=916).

**IT OPERATIONS MANAGER • D.C.**

Position available with Population Services International. Duties: manages day to day operations of technology infrastructure and associated systems. Qualifications: B.A./B.S. in relevant field; ten years' experience in IT-related positions; five years' experience in IT operational or information systems management or leadership position; systems management experience; experience working with project teams; English fluency; French, Spanish, or Portuguese language skills preferred. Deadline: 8/27/2011. For more information and to apply, visit [www.psi.org](http://www.psi.org).

**ASSOCIATE RESEARCHER, RESEARCH AND METRICS • D.C.**

Position available with Population Services International. Duties: develops innovative research tools and adapts methods and backstopping field research activities; delivers training;

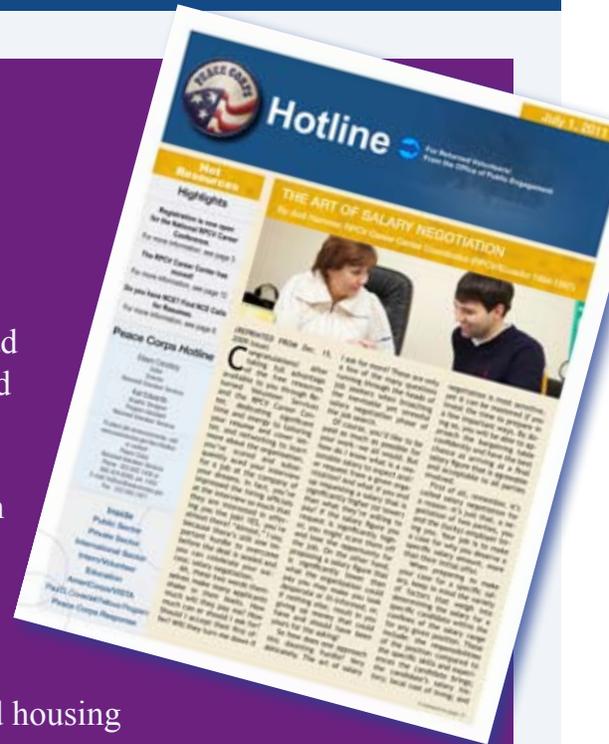
develops tool kits for capacity building. Qualifications: M.A. in public health, health services, health systems research, or social sciences; two years' international development or research experience preferred; proficiency in quantitative and qualitative data collection and analysis; experience in study design preferred; technical assistance experience in developing country preferred. Deadline: 8/27/2011. For more information and to apply, visit [www.psi.org](http://www.psi.org).

**GLOBAL SERVICE LEARNING LEADERS AND ASSISTANT LEADERS 2012 • Seattle**

Position available with Lakeside School. Duties: plans, organizes, and manages on site service learning trips for summer 2012. Qualifications: B.A./B.S.; availability for weekend training in March; experience in group leadership, training, or experience in experiential or outdoor education preferred. For more information and to apply, visit [www.lakesideschool.org](http://www.lakesideschool.org).

**AWARDS AND COMPLIANCE OFFICER • D.C.**

Position available with Population Services International. Duties: provides general award, administrative, subaward monitoring, and compliance support to Southern Africa Region. Qualifications: M.S., M.A., M.B.A., or equivalent.





lent experience; two years' increasingly responsible experience in federal or private grant and contract management; expertise in researching, interpreting, and applying donor regulations; knowledge of federal acquisition regulations, federal cost principles, administrative requirements, and other applicable rules. Deadline: 8/24/2011. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### **EXECUTIVE DIRECTOR - CHILDREN'S HEALTHWATCH PROGRAM • Boston**

Position available with Boston Medical Center. Duties: works closely with founder and researchers from study sites; extends influence of Children's HealthWatch; manages with forward-thinking leadership style; expands center's visibility and impact. Qualifications: B.A./B.S. in public health, public policy, or related field; M.A. preferred; experience managing not-for-profit child or family advocacy or research organization; recorded fundraising success, including major gifts and foundations. For more information and to apply, email [ad.anosike@bmc.org](mailto:ad.anosike@bmc.org); website: [www.bmc.org](http://www.bmc.org).

### **MATERNAL, NEWBORN AND CHILD HEALTH SPECIALIST • New York**

Position available with Concern Worldwide US. Duties: ensures activities and pilot projects are technically sound; works closely with global team members and in country staff to uphold health technical standards for action research aimed at testing. Qualifications: six years' specialist work in maternal, newborn, and child health, preferably with experience in clinical and community-based initiatives; M.A. in public health or relevant discipline; Ph.D. or Doctorate of Public Health preferred; knowledge of health systems preferred. Deadline: 7/23/2011. For more information and to apply, email [hr.innovations@concern.net](mailto:hr.innovations@concern.net); website: [www.concernusa.org/Public/News.aspx?Id=917](http://www.concernusa.org/Public/News.aspx?Id=917).

### **BOSTON PROGRAM DIRECTOR • Boston**

Position available with Peer Health Exchange. Duties: oversees Boston College and high school sites; manages program associates; sets performance and professional development goals supporting program staff; provides support and direct coaching for program associates on program operations and engaging student leaders and high school staff. Qualifications: B.A./B.S.; M.A. preferred; leadership experience supervising, managing, and training others; experience in managing highly engaged volunteers; experience working with college students preferred; two years' relevant work experience; experience in program execution or strategy development preferred. Deadline: 9/3/2011. For more information and to apply, email [bostonprogramdirector@peerhealthexchange.org](mailto:bostonprogramdirector@peerhealthexchange.org).

ation and to apply, email [bostonprogramdirector@peerhealthexchange.org](mailto:bostonprogramdirector@peerhealthexchange.org).

### **PROGRAM ASSISTANT, LATIN AMERICAN AND THE CARIBBEAN • D.C.**

Position available with Population Services International. Duties: supports program management functions in Latin American and Caribbean division; works with staff at all levels in Washington and overseas. Qualifications: B.A./B.S. or equivalent experience; one year's experience working in office environment; proficiency in Spanish or French; fluency in Spanish or French preferred; experience living outside U.S. in multicultural environments preferred. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### **FISCAL ANALYST (REF#11-68) • New York**

Position available with Seedco. Duties: prepares program budgets and monthly invoices for NYC Small Business Services funded programs, including Upper Manhattan Workforce 1 Center, Bronx Workforce 1 Center, and related Expansion Centers. Qualifications: B.A./B.S. in business, finance, or accounting; one years' related experience; experience with general ledger system. For more information and to apply, send resume and brief cover letter to [jobopenings@seedco.org](mailto:jobopenings@seedco.org), with subject line "Fiscal Analyst (Ref# 11-68)."

### **PROGRAM OFFICER, EDUCATION PROGRAMS DIVISION • D.C.**

Position available with IREX. Duties: oversees and tracks communications; monitors and evaluates programming for alumni global programs; plans events; works with partner institutions. Qualifications: three years' progressive management experience; B.A./B.S. in education or related field; experience in international education, exchange, or basic education; experience with Department of State or USAID projects; ability to use new media in projects; interpersonal and cross cultural communication skills; attention to detail; organizational and computer skills; teaching experience, secondary students or adult education preferred. For more information and to apply, visit [www.irex.org/careers](http://www.irex.org/careers) and click "Current Openings". Supply resume and cover letter with application.

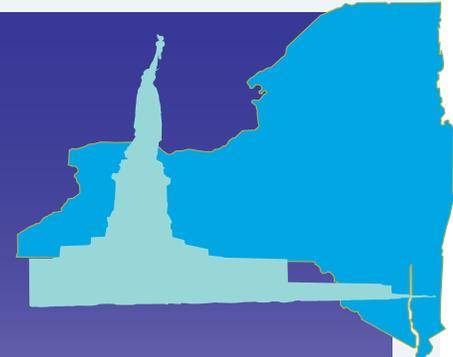
### **AMERICAN SIGN LANGUAGE TEACHER • D.C.**

Part-time position available with Woodrow Wilson High School, District of Columbia Public Schools. Duties: teaches 2011-2012 introductory American Sign Language course and American Sign Language 2 class; teaches from August 15, 2011–June 17, 2012. Qualifications: fluency in American Sign Language; experience teaching, preferably high school age students 13 to 18 years of age. Deadline: 8/8/2011. For more information and to apply, visit [www.dcps.dc.gov](http://www.dcps.dc.gov).

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Don't miss

# RVS in NYC!



Join the Returned Volunteer Services staff for the last Career Event in fiscal year 2011, in New York City, September 16th.

[Click here](#)  
 for more information and to register.

[www.peacecorps.gov/rpcv/events](http://www.peacecorps.gov/rpcv/events) | [rvsevents@peacecorps.gov](mailto:rvsevents@peacecorps.gov)

# Peace Corps Response

Peace Corps Response is looking for qualified RPCVs to participate in the Peace Corps Malaria Initiative!

Last year, in an effort to raise awareness of malaria prevention techniques, a handful of dedicated Peace Corps Volunteers in Senegal piloted a large-scale, universal bed net distribution project. The project was so successful in influencing positive behavior change, that the Peace Corps has made plans to expand this project to a number of other countries throughout Africa. The [Peace Corps Malaria Initiative](#) was recently created to focus energy and resources towards the eradication of this preventable disease. Response Volunteers will be recruited to work with partner organizations on proven preventative methods such as indoor residual spraying, the distribution of mosquito nets, and the monitoring, evaluation, and mapping of malaria data.

Assignments are diverse and range in duration from three to twelve months. RPCVs with French language skills, public health backgrounds, and work experience in Africa are especially encouraged to apply. Most assignments will begin in September of 2011. Peace Corps Response Volunteers participating in malaria assignments will attend a hands-on [Stomping Out Malaria in Africa](#) boot camp prior to beginning their assignments. The two-week training is held in Senegal and emphasizes the practical and logistical elements of malaria prevention activities in Africa. Check out the announcements below for more information!

## Burkina Faso

A [Startup Coordinator](#) is needed to assist Jhpiego, a local nonprofit health organization, in the identification of important organizations to partner with. The Volunteer will complete a "snapshot" report identifying major malaria prevention organizations active in the country and primary opportunities for Peace Corps collaborations. The PCRV will also assist in the creation of MOUs with these organizations.

## Guinea

A [Startup Coordinator](#) is needed to identify important local partner organizations and assist Peace Corps staff in creating MOUs with those organizations. The Volunteer will complete a "snapshot" report identifying major malaria prevention organizations active in the country and primary opportunities for Peace Corps collaborations. The PCRV will develop a malaria action plan for Peace Corps/Guinea and tailored statements of work for future malaria Volunteers.

## Kenya

Three [Program Specialists](#) are needed to assist the Ministry of Public Health and Sanitation in their efforts to place a high priority on malaria control. The PCRVs will participate in distribution campaigns for bed nets, network with Peace Corps Volunteers in the province by increasing educational campaigns, and strengthen the malaria control performance monitoring systems.

## Mali

A [Program Coordinator/Liaison](#) is needed to work with Care International and other partner organizations to facilitate inter-organization communication and coordination. The Volunteer will act as a liaison between national and local level malaria prevention actors and PCVs in the field. The PCRV will help to plan, coordinate, and implement best practices in malaria prevention, as well as provide training on the use of electronic resources for communication purposes.

## Madagascar

A [Technical Officer](#) is needed to work with the National Malaria Control Program to help strengthen their institutional ability to manage and coordinate the various organizations working in malaria prevention. The PCRV will provide training on the use of electronic resources for communication, professional community building, and best practice sharing. The Volunteer will also assist with the creation of a newsletter indicating preventative practices.

A [Technical Officer](#) is needed to assist the Research Triangle Institute with the evaluation of information education and communication approaches for malaria prevention and treatment at the community level. The volunteer will assist in the training of district-level NGOs involved in education campaigns. The PCRV will also compile best practices for malaria prevention and coordinate meetings with all partner organizations.

A [Technical Officer](#) is needed to assist RTI International and SanteNet2 with an assessment of current community-based malaria prevention, promotion, and management services. The Volunteer will conduct research and assess the use of rapid diagnostic tests and artemisinin-based therapy. The PCRV will also ensure the documentation of activities, liaise with national and local government health officials, and provide trainings through the use of electronic resources.

A [Technical Officer](#) is needed to assist the Deliver Project with the analysis and interpretation of study data on the recycling of long lasting insecticidal nets. The PCRV will use the gathered results to create a strategy and action plan for a 2012 recycling campaign. The Volunteer will collect and document best practices for malaria prevention which will be shared with NGOs, governmental bodies, and Peace Corps posts.

## Senegal

A [Bed Net Business Development Manager](#) is needed to build the capacity of entrepreneurs to sell bed nets in their local markets by creating appropriate training materials such as documents, videos, and podcasts. The Volunteer will provide counseling to local entrepreneurs, prepare case studies, and develop a supply chain for raw netting material. The PCRV will also co-facilitate an information-sharing conference on follow-up steps needed for private sector distribution of nets.

Peace Corps Response currently has over 70 openings in more than 30 countries!

View [all of our open positions](#) and apply today!



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ply, email [charlette.butler@dc.gov](mailto:charlette.butler@dc.gov); phone: 202.409.1169; website: [wilsonhs.org](http://wilsonhs.org).

### **BOSTON OPERATIONS COORDINATOR • Boston**

Position available with Peer Health Exchange. Duties: drafts and edits grant proposals and other documents; assists college volunteer recruitment and training; supports programming and fundraising event planning and execution; maintains up-to-date inventory of program and other materials; purchases, distributes, and maintains office supplies and equipment. Qualifications: B.A./B.S.; writing and editing skills; organizational skills; detail-orientation; interpersonal skills; command of Microsoft Office programs, especially Word, Excel, PowerPoint, and Outlook; efficiency in diverse tasks, activities, and project management. Deadline: 9/3/2011. For more information and to apply, email [bostonoperationscoordinator@peerhealthexchange.org](mailto:bostonoperationscoordinator@peerhealthexchange.org); website: [www.peerhealthexchange.org](http://www.peerhealthexchange.org).

### **INTAKE SPECIALIST (REF#11-66) • New York**

Position available with Seedco. Duties: assesses and triages jobseekers to appropriate center and community partner services at Workforce1 Career Center. Qualifications: high school diploma/G.E.D.; associate's or B.A./B.S. in relevant field preferred; communication, interpersonal, and analytical skills; proficiency in Microsoft Excel; ability to type 45 words per minute. For more information and to apply, send resume and brief cover letter, with subject line "Intake Specialist (Ref# 11-66)," to [jobopenings@seedco.org](mailto:jobopenings@seedco.org).

### **EXECUTIVE DIRECTOR • Concord, N.H.**

Position available with Project Laundry List. Duties: manages and administers national non-profit advocacy organization devoted to energy conservation through line drying of laundry. Qualifications: B.S./B.A.; M.S., M.A., or M.P.P. preferred; non-profit fundraising and sales experience preferred. Deadline: 8/31/2011. For more information and to apply, email [jeggleton@laundrylist.org](mailto:jeggleton@laundrylist.org); phone: 603.223.9122; website: [www.laundrylist.org](http://www.laundrylist.org).

### **SENIOR EVALUATION ADVISOR • D.C.**

Position available with Global Health Fellows Program. Duties: provides broad HIV/AIDS related expertise and guidance in evaluation; strengthens strategic planning, evaluation, and reporting division and office of HIV/AIDS to evaluate program implementation; assesses programmatic impact of USAID's goal in HIV transmission reduction; mitigates disease impact on nations, communities, and families. Qualifications: M.A. in epidemiology, sta-

## **Tips from the Certification Specialist**

Do you need proof of group health plan coverage while you were a Peace Corps Volunteer? Please contact [certifications@peacecorps.gov](mailto:certifications@peacecorps.gov) to obtain a Certification Request Form. Please allow 7-10 business days to process your request.



~ Nicolette Fertakis,  
Peace Corps Certification Specialist

tistics, or related field; Ph.D. or Doctorate of Public Health desired; ten years' progressively responsible experience working in public health, preferably including HIV/AIDS; three years' experience working in developing country or resource challenged setting. Deadline: 7/29/2011. For more information and to apply, email [ghfprecruitment@ghfp.net](mailto:ghfprecruitment@ghfp.net); website: [www.ghfp.net](http://www.ghfp.net).

### **HIGH SCHOOL MANDARIN TEACHER • Chicago**

Position available with Perspectives Charter School. Duties: provides academically rigorous curriculum aligning perspectives' standards and Illinois teaching standards; prepares unit and lesson plans, outlines, or syllabi; guides and offers independent activities fostering proficient oral and written expression, critical thinking, applications, and ethics. Qualifications: B.A./B.S. from accredited college or university; experience in transferring knowledge to high school students; ability to develop and foster successful teacher or student relationships; ability to work collaboratively with teams and nurture collegial relationships. Deadline: 7/22/2011. For more information and to apply, email [lbusse@perspectivescs.org](mailto:lbusse@perspectivescs.org); phone: 773.358.6815; website: [www.perspectivescs.org](http://www.perspectivescs.org).

### **TEACHER (FOUNDATIONS COACH) • Cibecue, Ariz.**

Position available with Cibecue Community Schools. Duties: works with in kindergarten through 6 grade; helps children make positive choices regarding academic performance. Qualifications: standard Arizona teacher certification; K-6 AZ IVP card. Salary: \$32K-\$45K. Deadline: 7/31/2011. For more information and to apply, email [j\\_belarde@yahoo.com](mailto:j_belarde@yahoo.com); phone: 928.332.2480, ext. 1023; website: [cibecuecommunityschool.org](http://cibecuecommunityschool.org).

### **CAMP COOK • Oregon Coast**

Position available with OMSI. Duties: cooks for participants and organization staff of outdoor education programs during season. Qualifications: Oregon State Food Handler's License; ability to pass pre-employment or pre-duty checks such as criminal background check, fingerprinting, reference checks, and American Camp Association background checks. Salary: \$45-85/day. Deadline: 8/31/2011. For more information and to apply, email [employment@omsi.edu](mailto:employment@omsi.edu); phone: 503.797.4000; website: [www.omsi.edu/employment](http://www.omsi.edu/employment).

## **International**

### **MIDDLE SCHOOL LANGUAGE ARTS TEACHER • Nouakchott, Mauritania**

Position available with TLC International School. Duties: teaches multi-grade humanities class using English and social studies curriculum. Qualifications: teacher certification or in process of becoming certified. Salary: \$22K; plus housing, airfare, and utilities. Deadline: 7/20/2011. For more information and to apply, email [tlcmauritania@gmail.com](mailto:tlcmauritania@gmail.com); phone: 989.422.4544.

### **PROJECT COORDINATOR • Addis Ababa, Ethiopia**

Position available with JaRco Consulting. Duties: coordinates and implements variety of projects; promotes technical quality standards; manages team of project staff members and short term consultants or employees recruited for program department. Qualifications: international experience, preferably African relief or development settings; experience managing teams and project activities; ability to provide supportive supervision, staff development, mentoring, and capacity building; ability to work cross-culturally and in teams. Salary: \$18K-\$24K. Deadline: 7/31/2011.



For more information and to apply, email [hresource@jarrco.info](mailto:hresource@jarrco.info); phone: 703.455.2706; website: [www.jarrco.info](http://www.jarrco.info).

### **MENTOR NURSE MIDWIFE • Zimbabwe**

Position available with Clinton Health Access Initiative. Duties: provides embedded mentorship directly to primary health centers; directs hospitals toward self-sufficient and self-sustaining HIV/AIDS care and treatment centers; works with clinical staff to improve quality of HIV prevention, care, and treatment. Qualifications: Zimbabwean nursing or midwife certification; three years' experience providing direct prevention of mother to child transmission care or AIDS related virus treatment; English and Shona fluency; mentoring experience preferred. Salary: \$20K–\$30K. Deadline: 9/30/2011. For more information and to apply, email [recruitment@clintonhealthaccess.org](mailto:recruitment@clintonhealthaccess.org); phone: 617.774.0110; website: <https://careers-chai.icims.com/jobs/2188/job>.

### **CHIEF OF PARTY, MEKONG REGIONAL MALARIA CONTROL PROGRAM • Bangkok, Thailand**

Position available with Population Services International. Duties: plans and coordinates activities under anticipated \$24 million USAID-funded cooperative agreement for malaria control program in Burma, Cambodia, and Thailand. Qualifications: M.A. in public health, public administration, health finance, health economics, or related health discipline; 10 years' experience implementing or evaluating public health programs in developing countries; technical, written, and oral communication skills. Deadline: 9/6/2011. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### **PROGRAM MANAGER • Lima, Peru**

Position available with Sustainable Harvest Coffee Importers. Duties: strengthen coffee supply chain in northern Peru; works directly with eight farmer cooperatives; administers and coordinates programs with international team for implementation. Qualifications: three years' experience coordinating development projects, preferably with experience managing USAID grant; graduate studies in related field preferred; fluency in written and spoken English and Spanish. Deadline: 7/21/2011. For more information and to apply, email [laura@sustainableharvest.com](mailto:laura@sustainableharvest.com); phone: 503.235.1119; website: [www.sustainableharvest.com](http://www.sustainableharvest.com).

### **SOCIAL MARKETING AND COMMUNICATIONS ADVISOR, ETHIOPIA • Addis Ababa, Ethiopia**

Position available with Population Services International. Duties: provides technical support

for programming and implementation, including communications component, in accordance with guidelines and procedures. Qualifications: M.A. in relevant field; five years' experience with health or marketing organization; four years' staff management and project oversight experience; spoken and written English fluency; technical expertise in most at risk populations programming and implementation; knowledge of public health issues preferred. Deadline: 8/27/2011. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### **DEPUTY COUNTRY REPRESENTATIVE, ANGOLA • Luanda, Angola**

Position available with Population Services International. Duties: implements forward thinking programming in HIV/AIDS, malaria, child survival, and family planning; manages operation departments including finance, administration, procurement, warehousing, and human resources. Qualifications: experience in operational and financial donor funded program management; M.A. in relevant field or equivalent experience; finance, accounting, and contract management qualifications; five years' management experience and team building in developing country; written and oral communication skills; Spanish or Portuguese fluency preferred. Deadline: 8/27/2011. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### **ENGLISH AS A FOREIGN LANGUAGE PROFESSOR • Huajuapán de León, Oaxaca, Mexico**

Position available with Universidad Tecnológica de la Mixteca. Duties: teaches 3–4 classes daily; administers tests; keeps attendance; participates in professional development activities. Qualifications: ability to speak native English; B.A./B.S. and certificate in English Language Teaching for Adults or Teaching English as a Foreign Language certification, or M.A. in relevant field and two years' classroom teaching experience; overseas teaching experience with young adults preferred; Spanish ability and experience in Test of English as a Foreign Language or Cambridge First Certificate Exam preferred; ability to start in September, 2011. Salary: \$924–\$1,134/per month. For more information and to apply, email [hiring@mixteco.utm.mx](mailto:hiring@mixteco.utm.mx); website: [www.utm.mx](http://www.utm.mx).

### **INFRASTRUCTURE PROGRAM MANAGER • West Bank, Palestinian Territory**

Position available with Contractor to US Dept. of State. Duties: oversees implementation by Palestinian authority of infrastructure projects in West Bank; provides programmatic advice;



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helps develop standard operating procedure to streamline and speed implementation; reviews and approves detailed project descriptions; analyzes detailed cost estimates; provides fiscal oversight; liaises with government officials. Qualifications: U.S. citizenship; B.A./B.S. in engineering or construction management; M.A. preferred; proficiency in project and document control software; ten years' experience in government financed construction projects; Middle Eastern or international experience; Arabic fluency preferred. Salary: \$99K. Deadline: 9/30/2011. For more information and to apply, email [inldirectorjerusalem@gmail.com](mailto:inldirectorjerusalem@gmail.com); phone: 011.972.2.966.1309.

**MANAGEMENT ADVISOR • Jerusalem**  
Position available with ProTel. Duties: manages human and material resources; coordinates office activities; supports project managers; manages activities; determines priorities; assigns tasks; supervises staff; monitors task fulfillment; sets deadlines; ensures maintenance of files; plans for eventualities; manages end use monitoring. Qualifications: U.S. citizenship; eight years' experience in logistical management; five years' overseas experience in management or program management for USAID or Department of State; familiarity in field with foreign assistance budgeting, procurement, and logistics processes; writing skills; interpersonal

and management skills. Salary: \$99K. Deadline: 8/12/2011. For more information and to apply, email [inldirectorjerusalem@gmail.com](mailto:inldirectorjerusalem@gmail.com); phone: 011.972.2.966.1309.

**TECHNICAL HEALTH CONSULTANT • Bhubaneswar - Orissa, India**

Position available with Concern Worldwide US. Duties: contributes to pilot testing innovative ideas generated by Innovations for Maternal, Newborn, and Child Health project; provides technical input aiding in selection of implementing and research partners. Qualifications: B.A./B.S. in public health or medicine; M.A. in community medicine, pediatrics, obstetric, infectious diseases, hospital management, and health management preferred; understanding and knowledge of maternal, newborn, and child health and development. Deadline: 7/23/2011. For more information and to apply, email [hr.innovations@concern.net](mailto:hr.innovations@concern.net); website: [www.concernusa.org/Public/News.aspx?Id=919](http://www.concernusa.org/Public/News.aspx?Id=919).

## The RPCV Career Center

has moved from Rosslyn, VA to Washington, DC

*Though the RPCV Career Center is located on the fifth floor of the building across the street from Headquarters, all Career Center guests are required to clear security, check-in, and wait for an escort in the lobby of the main headquarters building. RPCVs will not be permitted to enter the RPCV Career Center without clearing security.*

The Career Center is open to RPCVs **Monday through Friday between 10 a.m. – 5 p.m.** Please note that the RPCV Career Center is closed on all federal holidays.

For RPCVs wishing to visit the new RPCV Career Center location, please follow the steps below to gain access:

1. Come to the main entrance to headquarters, 1111 20th St. NW, Washington DC 20526.
2. Please present a valid form of ID to the guard and inform them you are here to visit the Career Center in the L St. Building (L501).
3. Sign in at the visitors log.
4. From the guard station phone, call extension x1219 (full number 202.692-1219) to request an escort.
5. If no one answers at x1219, try x1433, 1441 or 1430, informing them you are an RPCV in need of an escort to the Career Center. [If calling from your cell phone, dial 202.692.- before the extension.]
6. Wait for your escort to arrive and accompany you over to the L St. Building Career Center (across the street).
7. Be sure to sign in & out at the career center front desk each time you arrive and depart.

Thanks, and we look forward to serving you in the new RPCV Career Center!

### Education

**TEACHER RESIDENCY PROGRAM • San Francisco**

Positions available with San Francisco Teacher Residency Program. Duties: teach math, science, Spanish-bilingual, or elementary education in urban classroom; work with mentor teacher; take evening classes to earn credits towards M.A. in education; earn California Preliminary Teaching credential. Qualifications: B.A./B.S.; passing scores on California Basic Educational Skills Test and California Subject Examinations for Teachers exams; admission to University South Florida or other Stanford teacher education programs; commitment to teaching in San Francisco public schools. Stipend during program: \$12,100. Salary after completion of program: \$45,000. Deadline: 3/1/2012. For more information and to apply, email [mjimenez@sfdfund.org](mailto:mjimenez@sfdfund.org); phone: 415.749.3700, ext. 3033; website: [www.sfdfund.org/SFTR](http://www.sfdfund.org/SFTR).

**TEACHING ENGLISH AS SECOND LANGUAGE CERTIFICATE • Madison, Wis.**

Earn a TEFL certificate in a five-week intensive on-site teacher training program preparing trainees to teach English in classrooms overseas. Ten percent tuition discount to RPCVs and AmeriCorps VISTAs with proof of service. The program offers a hands-on approach to teaching, with practice-teaching, classroom observations, and job placement assistance. Midwest is part of an ESL school, giving students opportunities to interact with professional teachers and



international students. No teaching experience required. For more information, email [info@mttp.com](mailto:info@mttp.com); mail Midwest Teacher Training Program, 19 N. Pinckney Street, Madison, Wisconsin 53703; phone: 800.765.8577; website: [www.mttp.com](http://www.mttp.com).

### Ph.D. ASSISTANTSHIP • Mich.

Ph.D. graduate position is available for a qualified individual to study in Forestry, Forest Ecology, Wildlife Ecology, Conservation Genetics, Plant Bioinformatics and Genetics, or Forest Management in the School of Forest Resources and Environmental Science at Michigan Technological University. The position is only open to RPCVs. The program starts 8/2012. For more information and to apply, visit [www.mtu.edu/forest/graduate/funding/pcmi.html](http://www.mtu.edu/forest/graduate/funding/pcmi.html).

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## Intern/Volunteer

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### TECHNICAL ASSISTANT • South Sudan, Ethiopia, Chad

Positions available with The Carter Center. Duties: serve as short term consultant for Guinea Worm Eradication Program; help strengthen program's capacity to provide closer oversight in surveillance, detection, and containment of cases; provide other forms of intervention. Qualifications: B.A./B.S.; M.P.H. preferred;

French fluency; overseas experience implementing health programs, preferably in Africa. Deadline: 8/15/2011. For more information and to apply, email [guineaworm09@yahoo.com](mailto:guineaworm09@yahoo.com); phone: 404.494.0864; website: [www.cartercenter.org/health/guinea\\_worm/index.html](http://www.cartercenter.org/health/guinea_worm/index.html).

### TEAM LEADER • South America and Asia

Position available with Youth International. Duties: trains group program participation; handles daily logistics; counsels team members through developing world learning experiences; develops and maintains functional team; leads individual growth during community service, adventure programs, and activities. Qualifications: experience travelling, living, studying, volunteering, or working in designated region; knowledge of South America: Bolivia, Peru, and Ecuador or Asia: Thailand, India, and Vietnam; experience working with and leading groups; Spanish language skills for South America. Living and travel expenses provided. Stipend: \$400–\$1200/month. Deadline: 8/01/2011. For more information and to apply, email [director@youthinternational.org](mailto:director@youthinternational.org); phone: 416.538.0152; website: [www.youthinternational.org](http://www.youthinternational.org).

### ENVIRONMENTAL EDUCATOR • Outer Banks, N.C.

Position available with Sound to Sea at Trinity Center. Duties: learns five major habitats on barrier island, coastal cultures, and current issues;

utilizes hands on activities; teaches multidisciplinary curriculum; creates programs and classes for diverse populations; cares for birds of prey and salt or fresh water aquaria. Qualifications: first aid and CPR trained; ability and desire to work with elementary students through senior adults in small and large groups; ability to work creatively, flexibly, and with humor; B.A./B.S. in science or teaching experience preferred. Salary: \$250/week. Deadline: 7/29/2011. For more information and to apply, email cover letter, resume, and list three references to [soundtosea@trinityctr.com](mailto:soundtosea@trinityctr.com); phone: 252.247.5600, ext. 21; website: [www.trinityctr.com/soundtosea](http://www.trinityctr.com/soundtosea).

### VOLUNTEERS • East Africa

Positions available with Encore Service Corps International. Duties: works for 3–6 months in information technology, organizational development, and nursing education position. Qualifications: M.A.; three years' experience; strong written and verbal communication skills; excellent interpersonal skills; ability to work effectively in cross-cultural and multidisciplinary environment; international experience. Deadline: 7/29/2011. For more information and to apply, email [volunteer@encoreservicecorps.org](mailto:volunteer@encoreservicecorps.org); website: [www.encoreservicecorps.org](http://www.encoreservicecorps.org).

### COUNTRY SPECIALIST • Various locations

Position available with Amnesty International USA. Duties: works as expert for West Africa, Andes, Caribbean, Central America, Northeast Asia, Balkans, or Central Asia to monitor and advocate for human rights; works with Amnesty staff and grassroots activists; develops and implements strategies for ending abuses. Qualifications: relevant language skills; advocacy experience; regional expertise desired; willingness to donate 10 hours/week for two years; ability to work in U.S.. Deadline: 12/31/2011. For more information and to apply, email [cgintern@aiusa.org](mailto:cgintern@aiusa.org); phone: 202.509.8169.

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## AmeriCorps/VISTA

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### EMERGING LEADERS PROGRAM COORDINATOR • Arlington, Va.

Position available with Arlington Works!. Duties: supports Latino high school students through leadership development and college preparation; builds relationships with key partners; recruits students and mentors; trains mentors. Qualifications: ability to work full-time as Emerging Leaders Program AmeriCorps member; passionate about serving Latino youth. Salary: \$13,000. Deadline: 8/1/2011. For more information and to ap-

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Online RPCV Resources!

Explore career paths  
with Focus Careers Self-  
Assessment Software

Find international jobs  
with *International Career  
Employment Weekly* and *Public  
Health Jobs Worldwide*.

Email [rvs@peacecorps.gov](mailto:rvs@peacecorps.gov) to request access.  
*Include your name, country of service,  
and dates of service in your request.*



ply, email [americorpsva@arlingtonworks.org](mailto:americorpsva@arlingtonworks.org); website: [www.arlingtonworks.org](http://www.arlingtonworks.org).

### CREW SUPERVISOR • Nevada

Position available with Great Basin Institute. Duties: leads five member crews on conservation projects in Nevada and southwestern states; enforces organization policies; ensures safety protocols are followed; maintains positive and professional attitude; communicates with agency

project staff; complies with production. Qualifications: ability to train; ability to fulfill project goals safely, efficiently, and with quality standards; ability to complete necessary paperwork for Nevada Conservation Corps administration; four seasons' field experience. Salary: \$12–\$15/hour. Deadline: 7/17/2011. For more information and to apply, email [bwalden@thegreatbasininstitute.org](mailto:bwalden@thegreatbasininstitute.org); phone: 775.674.5496; website: [www.thegreatbasininstitute.org/](http://www.thegreatbasininstitute.org/).

To submit a mailing and/or email address change, visit [www.peacecorps.gov/rpcv/info](http://www.peacecorps.gov/rpcv/info). You can also send changes of contact information to [rpcvupdate@peacecorps.gov](mailto:rpcvupdate@peacecorps.gov).

**Disclaimer:** *When responding to a listing, please indicate with a cover letter that you are a returned Peace Corps Volunteer submitting your resume in response to a Hotline announcement. Questions concerning positions should be addressed to the advertiser; not to Returned Volunteer Services. Hotline is published twice monthly for the use of RPCVs and should not be posted on bulletin boards or passed on to non-RPCVs. The Peace Corps has no control over, nor responsibility for, Hotline advertisers, nor do we have personal knowledge relating to working conditions of advertised opportunities. If you have any complaints about an advertiser, please write us.*

*Continued from page 1*

out any job offer or even an appointment for an interview (in fact, that's by far the norm). Nor will you necessarily be contacted by the organizational representative in follow-up. Likely you will need to be the one to reach out and initiate any follow-up contact. That's the reality. You will need to follow-up by submitting your resume online. However, the job fair *will be* a great opportunity to explore different organizations, thereby allowing you to connect with and market yourself to representatives from various organizations of interest.

**2. Do your homework in preparation.** Research those specific organizations in attendance in which you're most interested. Review their websites in depth to get a real feel for the organization, its mission, the jobs available, and come prepared to target particular organizations as your priority employers.

**3. Approach the table and greet the recruiter by name (if they have a nametag) or ask their name to initiate conversation.** How often do people just launch into their own spiel at job fairs: "Hello, my name is \_\_\_\_; I'm interested in \_\_\_\_; tell me about \_\_\_\_ job"? As someone who has sat on the recruiter side of the career fair on many occasions, I cannot tell you how refreshing it is to have someone actually bother to ask *my* name and/or address me by name. What a treat! That sends a positive message that they're polite, looking to engage me in conversation, and not just launching into their own personal monologue.

**4. Try to connect on a personal level during your brief face-time with each recruiter.** This will help you set yourself apart

from the masses. Ask a bit about the recruiter's background or experience with the organization, how long they've been there, what drew them to the company, etc. You might even incorporate humor if appropriate, in establishing the connection. One recent RPCV shared with me her own version of imparting a lasting impression. After introducing herself by name, getting the recruiter's name, and then engaging the representative in conversation, she would ask them at the very end: "So, [insert recruiter name], do you remember my name?" in a joking sort of fashion to see if they did. Most did. However, even when they didn't it could work to her benefit. For example, one recruiter incorrectly thought the RPCV's name was Stephanie, so she laughingly corrected him before telling him she totally understood. However, in her follow-up thank you email note, she reminded him of who she was by signing the note "Jessica (not Stephanie)." Wouldn't you know it? The recruiter emailed back almost immediately, laughing about it still. She certainly made a lasting impression with that simple error, and at least got her foot in the door!

**5. Incorporate your 30-second elevator pitch,** well-constructed and rehearsed (but natural-sounding, of course), working in a bit about you, your background, and into what you're looking to get. Keep it concise so it doesn't come across as a monologue! Try to make it conversational and let the recruiter prompt you for more information, if wanted.

**6. Let the recruiters know you've done your homework on their organization.** Reference the research you've done in prepara-

### Ask Hotline

**Q:** How can I stay in touch with Peace Corps?

**A:** Update your contact information by filling out the form at [www.peacecorps.gov/rpcv/info](http://www.peacecorps.gov/rpcv/info).

tion and ask thoughtful questions to demonstrate your interest (i.e., don't ask routine questions easily answered on their web site). Let them know that, based on your research, you've identified them as one of the employers of most interest to you, and tell them why. This can go a long way in projecting your enthusiasm and dedication.

**7. Always ASK for a business card** (some will have them, and some will not - regardless, it doesn't hurt to ask). This gives you a big advantage when it comes to following-up with them after the career fair—i.e., no concerns regarding misspelled names or addresses, etc. Regardless, get their full name and write it down (with their email if possible).

**8. Take a quick moment AFTER you leave each table (or while in line for the next organization, if appropriate) to jot down a few notes regarding your conversation with the recruiter—including name, organization, what you discussed briefly—just to remind you later what you chatted about and how you connected.** Without this, you will likely forget the details of your many crucial connections that are so valuable in the job search process.

**9. Consider approaching the less active tables, even if they're not an organization of great interest.** Perhaps simply greet them and let them know you just wanted to thank them for attending, and indicate how wonderful it is so many organizations came out to participate. Even if it's an organization completely out of your field of interest, you might include in your introduction something to the effect of: "While I'm focusing more on opportunities within the

\_\_\_\_\_ field, I just wanted to thank all the organizations who are attending.” This can go a long way in the competitive career fair arena—after all, nobody wants to be staffing the “lone” dead table while big lines form at the booths around them—so they’ll be appreciative. But there’s something in it for you, as well. While their organization itself may not be appropriate for you, remember that recruiters likely have contacts working directly in the field you *are* passionate about - in other words, they might prove to be valuable networking connections! They might refer you to or even connect you with such people or organizations, upon learning more about your area of interest, especially since you so graciously stopped by to say hello and thank them. It happens, trust me! Additionally, starting with the organizations you are not as invested in can provide you with a great opportunity to do a test run

to see how you do before approaching your preferred organizations.

**10. Follow-up with a thank-you note to each of the representatives/organizations you connected with, and especially those in which you are interested.** This should be done fairly soon after the career fair, generally within a few days or a week maximum, so that their memory is still fresh (hopefully) regarding your interaction. Hand-written cards are preferred; however, e-mail cards are also effective and the best way to attach your resume. The business card and/or quick notes you jotted down (steps 7 and 8 above) should greatly assist you in reminding each recruiter of the context in which you met while you thank them for their time. If possible, reference something specific that they might remember about you in your conversation, but please understand that they often see hundreds of people in

one day, so don’t be offended if they don’t remember you specifically.

**11. Finally, don’t forget to continue with your other valuable job search endeavors such as NETWORKING, NETWORKING, NETWORKING in addition to career fairs, traditional job applications, information interviews, and so on. It’s all important.**

Here’s to hearing from many of you in the near future about your successful endeavors at career fairs and your subsequent job offers for those dream jobs! Feel free to share with me your stories at [rpcvcareercenter@peacecorps.gov](mailto:rpcvcareercenter@peacecorps.gov). Hang in there, it’s a tough market, but I assure you people *are* still hiring and it’s getting better. I hear positive stories from RPCVs who are getting jobs every week! You can and will do this—heck, you’re an RPCV. Best wishes in your job search endeavors - and don’t forget to register for the August 11 Career Fair in Washington, D.C.!



Since 1961.

July 15, 2011

Dear RPCVs,

Before you apply for a position where noncompetitive eligibility (NCE) is a qualification, it is important to be sure you have current NCE status. Employers who are only looking for NCE candidates cannot hire someone without NCE status. In order to ensure that Federal agencies continue to promote this hiring mechanism, we ask you to not apply for NCE positions if you do not have current NCE.

About Your Noncompetitive Eligibility (NCE):

- RPCVs are awarded one year of noncompetitive eligibility that begins the day after their COS date. It can only be extended by the hiring agency (not Peace Corps) if an RPCV is in graduate school full-time, enters the military, or engages in another activity that the hiring agency thinks warrants an extension. NCE can be extended for two years beyond the initial one-year period, for a grand total of three years. Three years after the COS date, your NCE is no longer valid, regardless of your circumstances.
- RPCVs who have completed less than one year of service (including training time) will not receive NCE. However, the Country Director may issue certification to a volunteer who has satisfactorily served for twelve consecutive months, including training, and whose termination is determined to be for reasons beyond the volunteer’s control. If you are not sure if you have NCE, please check the last paragraph of your Description of Service.
- Peace Corps staff members who have successfully completed 36 months of continuous service without a break in service of three days earn the status of noncompetitive eligibility (NCE) in applying for other Federal positions, which they retain until three years from the date that they separate from the Peace Corps. Please see 5 CFR 315.607 for the governing authority.
- For further questions regarding RPCV noncompetitive eligibility (NCE), please review the special federal employment issue of *Hotline*, May 15, 2011, at: <http://www.peacecorps.gov/multimedia/pdf/returned/hotline/hotline051511.pdf>

If you have any questions about your remaining NCE, please feel free to contact us at 202.692.1430 or at [rvs@peacecorps.gov](mailto:rvs@peacecorps.gov). We wish you the best of luck in your post service job search.

Best regards,

Returned Volunteer Services



## Do you have NCE\* and want to work for the Peace Corps? The RPCV Noncompetitive Eligibility Hiring Program can help you get your foot in the door!

To apply, visit [www.peacecorps.gov/rpcv](http://www.peacecorps.gov/rpcv), choose the “Jobs” tab and click on “RPCV NonCompetitive Employment Program.”

\* Not sure if you still have NCE? Read our special issue of Hotline.



### Basic information about the program:

- When you apply using this mechanism, you are adding your résumé to a pool of RPCV candidates who may be considered for vacancies at the Peace Corps (hiring managers are not required to use this roster to fill a vacancy).
- Managers can use this roster to fill positions up to the FP-5 (GS-9/10) grade level.
- This announcement is open-continuous, which means that the positions listed are not necessarily vacant.
- You must recertify your eligibility and interest every 90 days; otherwise you will be removed from the roster.
- You may be contacted for an interview right away, or you may never be contacted - it depends on hiring managers' needs.
- For more information, please contact Peace Corps' Human Resources office at 202.692.1200 or [hrmjobs@peacecorps.gov](mailto:hrmjobs@peacecorps.gov).

### Tips from RVS on how to make your NCE application stand out:

- Working at Peace Corps is fundamentally an office-based job, so you need to highlight your administrative and other concrete skills in your application. Peace Corps needs people who can keep up with hundreds of emails a day, write memos and other documents well, and organize information.
- Don't count on your résumé to do all the work! When hiring managers open your file in Avue, they will see the “Work History” section first. If that's not well-written, they may not even open your résumé file.
- When crafting your work history, focus on your accomplishments related to each job. Rather than a passive description of your responsibilities (e.g., “My duties included....”), show the hiring manager how you solved problems, saved (or made) money, increased efficiency, etc. during your Peace Corps service and in other jobs.
- When composing your narrative responses (the section titled “KSAs/Competencies”), it is not enough to write, “I am interested in a position in the Country Desk Unit...” since most RPCVs are. Instead, you should write about how your previous accomplishments lend themselves to the duties of the positions in question.
- Likewise, a hiring manager will see all the narrative responses that are a part of your application, so don't use the same responses for all your narratives. Instead, address as specifically as you can the various bulleted sets of responsibilities included in each job category.
- Always include a cover letter; since most RPCVs don't, this detail will go far to set you apart from the other 100 people on the roster. It will also show hiring managers what a good writer you are!





# The Paul D. Coverdell Fellows Program

(Formerly known as Fellows/USA)

The Coverdell Fellows Program works with more than 60 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved American communities. Below is a list of universities and some of the subject areas they offer. For more information, visit [www.peacecorps.gov/fellows](http://www.peacecorps.gov/fellows); call 800.424.8580, ext. 1440; or e-mail [fellows@peacecorps.gov](mailto:fellows@peacecorps.gov).

## **Antioch University New England**

Keene, NH

Master's and Doctoral Degrees in Education, Environmental Studies, Management, and Psychology.

Contact: Laura Andrews

Phone: 800.552.8380 (Admissions) or 603.283.2131 (Direct)

E-mail: [landrews@antioch.edu](mailto:landrews@antioch.edu)

## **Bard College**

Annandale-on-Hudson, NY

M.S. in Climate Science and Policy, M.S. in Environmental Policy, Professional Certificate.

Contact: Molly Williams

Phone: 845.758.7071

E-mail: [mwilliam@bard.edu](mailto:mwilliam@bard.edu)

## **Bowling Green State University**

Bowling Green, OH

Master of Arts in Cross-Cultural and International Education (MACIE). Fellows will work with

educational organizations in northwest Ohio. Fellows will receive graduate assistantships that include full tuition waivers and stipends.

Contact: Dr. Margaret Zoller Booth

Phone: 419.372.9950

E-mail: [boothmz@bgsu.edu](mailto:boothmz@bgsu.edu)

## **Brandeis University**

Waltham, MA

MA in Sustainable International Development; MA in Coexistence and Conflict; MBA in Nonprofit Management degree program; Master of Public Policy (MPP). MBA in Nonprofit Management, concentrations in Health Care; Children, Youth and Family Services; Social Impact; Sustainable Development; or General Social Policy. Master of Public Policy (MPP), concentrations in Health; Behavioral Health; Children, Youth and Families; Poverty Alleviation; Aging Policy and Services; or General Social Policy.

Contact: Margaret Haley

Phone: 781.736.3792

E-mail: [haley@brandeis.edu](mailto:haley@brandeis.edu)

## **Carnegie Mellon University**

Pittsburgh, PA

Public policy/management, arts management, or healthcare policy management.

Contact: David Eber

Phone: 412.268.2164

E-mail: [hznadmit@andrew.cmu.edu](mailto:hznadmit@andrew.cmu.edu)

## **Clark University**

Worcester, MA

MBA in social change, Master of Business Administration, Master of Science in Finance.

Benefits include a minimum 50% tuition scholarship (over \$30,000 value).

Contact: Patrick Oroszko

Phone: 508.793.7682

Email: [poroszko@clarku.edu](mailto:poroszko@clarku.edu)

## **Columbia University, Teachers College**

New York, NY

Urban education, including bilingual/bicultural

education, teaching of mathematics or science

(biology, chemistry, earth science, or physics), social studies, ID/autism, English.

Contact: Nicolas Stahelin

Phone: 212.678.4080

E-mail: [PCFellows@tc.edu](mailto:PCFellows@tc.edu)

## **Cornell University**

Ithaca, NY

City and regional planning (MS)

Contact: Tina M. Nelson

Phone: 607.255.6848

E-mail: [tmn2@cornell.edu](mailto:tmn2@cornell.edu)

## **Drew University**

Madison, NJ

Master of Arts in Teaching (MAT): Fellows will tutor and teach in the Orange School District. Each Fellow will receive a 40% tuition scholarship.

Contact: Linda Swerdlow

Phone: 973.408.3285

E-mail: [lswerdlo@drew.edu](mailto:lswerdlo@drew.edu)

## **Duke University**

Durham, NC

Fuqua School of Business

Master's of Business Administration (MBA) with concentrations in accounting, decision sciences, entrepreneurship and innovation, finance, leadership and ethics, management, marketing, operations management, social entrepreneurship, and strategic consulting. There are also Certificates of Excellence offered in finance and marketing as well as a certificate program in health sector management. Joint degrees in other professional programs also available. Benefits (financial): up to 25% tuition credit.

Contact: Matt Nash, RPCV, Romania

Phone: 919.660.7791

E-mail: [mnash@duke.edu](mailto:mnash@duke.edu)

Master of International Development Policy (MIDP) with several concentration options.

Contact: Stephanie Alt Lamm, RPCV, Costa Rica

Phone: 919.613.9218

E-mail: [midpinfo@duke.edu](mailto:midpinfo@duke.edu)

Sanford School of Public Policy

Master of Public Policy (MPP) with option to earn dual degrees in professional or PhD programs.

Contact: Duke MPP Admissions Office

Phone: 919.613.9205

E-mail: [MPPadmit@duke.edu](mailto:MPPadmit@duke.edu)

## **Duquesne University**

Pittsburgh, PA

Graduate Center for Social and Public Policy MA: policy analysis and administration, conflict resolution and peace studies.

Contact: Dr. Evan Stoddard

Phone: 412.396.5179

E-mail: [stoddard@duq.edu](mailto:stoddard@duq.edu)

Graduate School of Business Administration

MBA/MS/MAcc: sustainable enterprise, information systems management, taxation, accountancy.

Contact: Patricia Moore

Phone: 412.396.5529

Email: [moorep@duq.edu](mailto:moorep@duq.edu)

## **Florida Institute of Technology**

Melbourne, FL

Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer).

Contact: Dr. Tom Marcinkowski

Phone: 321.674.8946

E-mail: [marcinko@fit.edu](mailto:marcinko@fit.edu)

## **Fordham University**

Bronx, NY

MA programs in international political economy and development with specializations in international development studies, international banking and finance, international and development economics, and international political analysis.

Contact: Dr. Henry Schwalbenberg

Phone: 718.817.4064

E-mail: [iped@fordham.edu](mailto:iped@fordham.edu)

## **George Mason University**

Fairfax, VA

Elementary education and English as a second language master's programs.

Contact: Jennifer Coarts

Phone: 703.993.3602

E-mail: [jcoarts@gmu.edu](mailto:jcoarts@gmu.edu)

## **George Washington University**

Washington, DC

Transition special education, secondary education.

Contact: Dr. Jeanne Embich

Phone: 202.973.1061

E-mail: [jembich@gwu.edu](mailto:jembich@gwu.edu)

## **Georgia College & State University**

Milledgeville, GA

Various education degrees, creative writing. Teaching assistants, tutors, special education teacher training, community creative writing program. Benefits include tuition waiver, stipend.

Contact: Dr. Dwight Call

Phone: 478.445.0875

E-mail: [dwight.call@gcsu.edu](mailto:dwight.call@gcsu.edu)



# The Paul D. Coverdell Fellows Program

(Formerly known as Fellows/USA)

## Illinois State University

Normal, IL

Applied economics, political science, sociology, with interdisciplinary sequence in applied community/economic development, including community project design and management, topics in administration and planning, and 11-month paid professional internship. Benefits include assistantship with stipend and 2-year full tuition waiver.

Contact: Beverly Beyer

Phone: 309.438.7090

E-mail: [StevensonCenter@ilstu.edu](mailto:StevensonCenter@ilstu.edu)

## Indiana University–Bloomington

Bloomington, IN

Master of Public Affairs (MPA) with choice of eleven concentrations, including comparative and international affairs, economic development, energy, environmental policy and natural resource management, information systems, nonprofit management, policy analysis, public financial administration, public management, local government management, sustainability and sustainable development. Master of Science in environmental science (MSES) program with concentrations in applied ecology, energy, environmental chemistry, toxicology and risk assessment, water resources. Joint master's degree (MPA/MSES) and combined masters degrees with other programs such as law and area studies are also available.

Contact: Jennifer Forney

Phone: 812.855.2840

E-Mail: [speainfo@indiana.edu](mailto:speainfo@indiana.edu)

## Johns Hopkins University

Baltimore, MD

Nursing, public health.

Contact: Mary O'Rourke

Phone: 410.955.7548

E-mail: [orourke@son.jhmi.edu](mailto:orourke@son.jhmi.edu)

## Kennesaw State University

Kennesaw, GA (Metro-Atlanta)

Coles College of Business

Master of Business Administration (MBA). Graduate research assistantship assignment to work with the Maya Heritage Community Project. Benefits include tuition waiver and stipend of \$2,000 per semester.

Contact: Dan Paracka

Phone: 770.423.6732

E-mail: [dparacka@kennesaw.edu](mailto:dparacka@kennesaw.edu)

Political Science and International Affairs

Master of Science in international policy management, 16-month program for applied understanding of international policy. Courses offered use online and distance learning formats with focus on political risk, regulatory politics, development policy, strategic negotiation, world politics, and trade policy. Graduate research assistantships available to work with Mayan community. Benefits include stipend and tuition waiver.

Contact: Dr. Michele Zebich-Knos

Phone: 770.423.6499

E-mail: [mzebich@kennesaw.edu](mailto:mzebich@kennesaw.edu)

## Conflict Management

Master of Science in Conflict Management. Subject areas: Conflict management, alternative dispute resolution, mediation, negotiation, international conflict resolution, workplace/organizational conflict, dispute systems design.

Contact: Benjamin Smallwood

Phone: 770.423.6637

E-mail: [bsmallwo@kennesaw.edu](mailto:bsmallwo@kennesaw.edu)

## Loma Linda University

Loma Linda, CA

Public health, including global health. Certificates in emergency preparedness and response and reproductive health.

Contact: Megan Karius

Phone: 909.558.4000, ext. 42072

E-mail: [sphpcinfo@llu.edu](mailto:sphpcinfo@llu.edu)

## Marquette University

Milwaukee, WI

Master of Arts in communication, educational policy and leadership, English, history, international affairs, political science, public service, social and applied philosophy, or theology; Master of Science in civil and environmental engineering or economics; Master of Business Administration. Benefits: full tuition scholarship and monthly stipend.

Contact: Carole Ferrara

Phone: 414.288.5861

E-mail: [carole.ferrara@marquette.edu](mailto:carole.ferrara@marquette.edu)

## Monmouth University

West Long Branch, NJ

Master of Social Work (MSW) with concentrations in clinical practice with families and children, and international and community development. Fellows will be awarded Graduate Assistantships which include free room and board and 6 credits of tuition remission.

Contact: Dr. Robin Mama

Phone: 732.571.3543

E-mail: [rmama@monmouth.edu](mailto:rmama@monmouth.edu)

## New Mexico State University

Las Cruces, NM

College of Agricultural, Consumer and Environmental Sciences (ACES)

MA, MS, MBA-AB, MAG-AB (Master of Agriculture), DED (Doctorate in Economic Development), and PhD programs available. Fellows will intern with organizations such as the New Mexico Climate Center, USDA Natural Resources Conservation Service, or the Navajo Agriculture Products Industry. Benefits include teaching or research assistantship, including an out-of-state tuition waiver.

Contacts: Gary R. Lowe

Phone: 575.646.7962

E-mail: [bhopal@nmsu.edu](mailto:bhopal@nmsu.edu)

College of Health and Social Services

Degrees in public health, social work, and nursing, plus joint public health and social work degree.

Contact: Dr. Sue Forster-Cox

Phone: 575.646.2183

E-mail: [sforster@nmsu.edu](mailto:sforster@nmsu.edu)

## The New School

New York, NY

Urban policy analysis/management, health services management and policy, human resources management, organizational change management.

Contact: Admissions Office

Phone: 212.229.5400, ext. 1130

E-mail: [milanoadmissions@newschool.edu](mailto:milanoadmissions@newschool.edu)

## Northern Arizona University

Flagstaff, AZ

Business and accounting. Career tracks in geographic information systems (GIS), marketing analysis and distribution, management, finance, and accounting.

Contact: Jane Thompson

Phone: 928.523.7387

E-mail: [mba@nau.edu](mailto:mba@nau.edu)

## Rutgers University

Camden, NJ

Master of Public Affairs in educational policy and leadership with K–12 teaching position at the LEAP Academy.

Contact: Sandra Cheesman-Cattefesta

Phone: 856.225.6860

E-mail: [scheesma@camden.rutgers.edu](mailto:scheesma@camden.rutgers.edu)

## Seton Hill University

Greensburg, PA

Art therapy (counseling specialization), business administration, elementary education, inclusive education (online), instructional design (online), marriage and family therapy, special education, popular-fiction writing. Benefits: 50% tuition discount.

Contact: Laurel Komarny

Phone: 724.838.4209

E-mail: [lkomarny@setonhill.edu](mailto:lkomarny@setonhill.edu)

## Southern New Hampshire University

Manchester, NH

Community economic development, international track; community economic development, national track.

Contact: Dr. Melissa L. Nemon

Phone: 603.314.7935

E-mail: [melissa.nemon@snhu.edu](mailto:melissa.nemon@snhu.edu)

## St. Catherine University

St. Paul, MN

The Master of Arts in Organizational Leadership (MAOL) degree provides strong business education through the lenses of ethics, leadership and a global perspective. Concentrations available: strategic management, ethics and leadership, dispute resolution, healthcare leadership, information services and technology and dual MAOL/JD (with



# The Paul D. Coverdell Fellows Program

(Formerly known as Fellows/USA)

Hamline University School of Law). Community partners: Greater Twin Cities United Way, Advocates for Human Rights, Refugee Services, Women Venture and Minnesota International Center. Benefits: \$10,500 in tuition waivers (30% of total degree cost). Contact: Dr. Rebecca Hawthorne  
Phone: 651.690.6838  
E-mail: rkhawthorne@stkate.edu

## University of Alabama at Birmingham

Birmingham, AL  
Bachelor of Science in Nursing (BSN), Second Degree Option – 5 semester program for those who have completed a previous non-nursing undergraduate degree. Master of Science in Nursing (MSN)  
Accelerated Masters in Nursing Pathway (AMNP) – 7 semester program for applicants with a bachelor's degree that is not in nursing. Each Fellow will receive a \$5,000 grant for their first year of study.  
Contact: Lynda Wilson  
Phone: 205.934.6787  
E-mail: lyndawilson@uab.edu

## University of Alaska Fairbanks

Fairbanks, AK  
Dept. of Alaska Native Studies & Rural Development  
Master of Arts (M.A.) in Rural Development.  
Students gain a broader theoretical understanding of development processes in Alaska and the Circumpolar North. Concentrations include but are not limited to: community leadership, community visioning and planning, project management and evaluation techniques.  
Contact: Dr. Ralph Gabrielli  
Phone: 907.474.5808  
E-mail: rgbabrielli@alaska.edu

Fairbanks, AK

School of Natural Resources and Agricultural Sciences  
Master of Science; Master of Natural Resources Management & Geography (NRMNG) with concentrations in natural resources, forestry, high latitude agriculture, and geography.  
Contact: Dr. Steven Sparrow  
Phone: 907.474.7620  
E-mail: sdsparrow@alaska.edu

## University of Arizona

Tucson, AZ  
Criminal justice, community development, environment, health, nonprofit finance, public policy, and more.  
Contact: Georgia Ehlers  
Phone: 520.621.9103  
E-mail: rpcf@grad.arizona.edu

## University of Cincinnati

Cincinnati, OH  
MCP: Economic development planning, environmental planning, international development planning, physical planning, urban design. PhD: regional development planning.  
Contact: Dr. Johanna W. Looye

Phone: 513.556.4943  
E-mail: johanna.looye@uc.edu

## University of Colorado Denver

Denver, CO  
Master of Public Administration, Master of Criminal Justice, PhD in Public Affairs. Benefits include paid internships and \$3,000 scholarship renewable for two years.  
Contact: Dr. Christine Martell  
Phone: 303.315.2716  
E-mail: christine.martell@ucdenver.edu

## University of Denver

Denver, CO  
Josef Korbel School of International Studies  
International development, international human rights, international studies, international security, international administration, global finance, trade, and economic integration.  
Contact: Nicole Vilegi  
Phone: 303.871.3838  
E-mail: nicole.vilegi@du.edu

Graduate School of Social Work

Master of Social Work (MSW) degree with concentration in either clinical or community practice. Specialized certificates available in social work with Latinos/as, trauma response and recovery, couples and family therapy, animal-assisted social work and Jewish communal service. Benefits include specialized programming for RPCVs and financial assistance. All applicants to the MSW program are considered for merit scholarships, which range from \$6,000 to \$12,000 per year for full-time students. The MSW application fee is waived. Need-based awards are also available. Those selected for the Coverdell Fellows Program will receive an additional \$5,000 scholarship.

Contact: Dr. Julie Laser  
Phone: 303.871.2841  
E-mail: julie.laser@du.edu

School of Communication  
International and intercultural communication.  
Contact: Dr. Margaret Thompson  
Phone: 303.871.3947  
E-mail: mthompso@du.edu

## University of La Verne

La Verne, CA  
A Juris Doctor (JD) degree will be offered for both full and part time students. Fellows will be eligible to apply for one of the two dual degree programs in conjunction with the University's College of Business and Public Management (JD/MBA or JD/MPA). Benefits include a unique program designed to orient Fellows into the legal profession and financial assistance.  
Contact: Kelly Fragiaco  
Phone: 877.858.4529  
E-mail: lawadm@laverne.edu  
**University of Maryland–Baltimore**  
Baltimore, MD

Obtain an MSW while doing exciting field work. Fellowship involves working at a community based placement with marginalized populations. A variety of fellowships are available, including assistance for students interested in community development/organizing and policy development.  
Contact: Lane Victorson  
Phone: 410.706.5316  
E-mail: lvictorson@ssw.umaryland.edu

## University of Maryland–Baltimore County

Baltimore, MD  
Shriver Peaceworker Fellows Program  
All programs of University of Maryland–Baltimore County: education, policy, applied sociology, intercultural communications, etc. Select consortium programs: social work (MSW), urban studies, nonprofit management, etc.  
Contact: Dr. Joby Taylor  
Phone: 410.455.6398  
E-mail: joby.taylor@umbc.edu

## University of Maryland–College Park

College Park, MD  
Degrees in public policy and management, joint degrees in law, business, engineering, and life sciences and conservation biology. Benefits include half-assistantships worth \$6,350 per year, 5 credits tuition remission per semester, in-state tuition rates, and eligibility for other merit-based awards.  
Contact: Ms. Taryn Faulkner  
Phone: 301.314.2486  
E-mail: faulkner@umd.edu

## University of Michigan

Ann Arbor, MI  
Ford School of Public Policy  
Master of Public Policy with 14 dual degree programs. Graduate certificates in science and technology policy also available. Benefits include \$10,000 tuition fellowship for each of two years, application fee waiver.  
Contact: Beth Soboleski  
Phone: 734.765.0453  
E-mail: bsobo@umich.edu

School of Natural Resources and Environment  
Master of Science in natural resources and environment with 8 concentration options; Master of Landscape Architecture either through a 2-year program for those with a BLA or a 3-year program for those with other undergraduate degrees. Benefits (financial): tuition stipend.  
Contact: Sondra Auerbach  
Phone: 734.764.6453  
E-mail: sondramr@umich.edu

## University of Minnesota

Minneapolis, MN  
Masters degrees in Public Policy, Urban and Regional Planning, Development Practice, Science, Technology and Environmental Policy, and Public Affairs (mid-career). Areas of concentration: international development, public and nonprofit



# The Paul D. Coverdell Fellows Program

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leadership and management, global public policy, economic and community development, social policy, policy analysis, women and public policy, science, technology and environmental policy, transportation planning, land use and urban design, housing policy, and environmental planning. Dual degree opportunities with the schools/departments of: Law, Business Administration, Public Health, Social Work, Civil Engineering, and Landscape Architecture.

Contact: Julie Harrold  
Phone: 612.626.9749  
E-mail: jharrold@umn.edu

## University of Missouri–Columbia

Geography, public affairs, political science, rural sociology, social work, agricultural economics. In-state tuition, possibility for assistantships, waivers and additional support.

Contact: Donald Spiers  
Phone: 573.882.6131  
E-mail: spiersd@missouri.edu

## University of Missouri–Kansas City

Master of Public Administration (MPA) with option for specialties in urban administration, nonprofit management, and health services administration. Benefits include wages from intern stipend, \$9,000 plus book and instructional materials allowance of up to \$1000 per academic year; 6 credit hours tuition remission and possibilities for additional assistance.

Contact: David Renz  
Phone: 816.235.2342  
E-mail: renzd@umkc.edu

## University of New Orleans

Public administration, urban planning and urban studies with concentrations in housing/community development, land use/environment, historic preservation, urban anthropology, and nonprofit management.

Contact: Dr. Marla Nelson  
Phone: 504.280.3110  
E-mail: cupa@uno.edu

## University of Notre Dame

Master of Nonprofit Administration (MNA). Fellows will receive \$10,500 (approximately 25% of the total tuition for 42 credit hour degree).

Contact: Kim Brennan  
Phone: 574.631.3639  
E-mail: kbrenna1@nd.edu

## University of Oregon

Community and regional planning, public administration.

Contact: Megan Smith  
Phone: 541.346.3881  
E-mail: smith@uoregon.edu

## University of Pennsylvania

Philadelphia, PA  
Fels Institute of Governmental Administration (MGA) degree. Certificates in nonprofit administration, economic development & growth, politics, and public finance. Benefits include application fee waiver, a minimum of \$6,000 per year award for Fellows and assistance in paid internship placement.

Contact: Jaclyn Clevinger  
Phone: 215.898.2600  
E-mail: jaclyncl@sas.upenn.edu

School of Medicine – Public Health  
Master of Public Health (MPH). Fellows will intern at nonprofit, public, and private organizations in Philadelphia and the surrounding area. Fellows receive a one-time \$6,000 scholarship towards tuition and are able to apply for an additional merit/need-based scholarship.

Contact: Jackie McLaughlin  
Phone: 215.746.2043  
E-mail: jmclaugh@mail.med.upenn.edu

## University of Rochester

Rochester, NY  
Master of Business Administration (MBA). Fellows will receive \$10,000 annual scholarships and will be eligible for additional merit-based aid.

Contact: Dan Struble  
Phone: 585.275.2515  
E-mail: dan.struble@simon.rochester.edu

## University of South Carolina

Columbia, SC  
Moore School of Business  
International Master of Business Administration  
Contact: Marcelo Frias  
Phone: 803.777.4346  
E-mail: gradinfo@moore.sc.edu

Center for Child and Family Studies  
(*Program Temporarily Suspended*)  
Multidisciplinary program (written/oral proficiency in Spanish required).

## University of Southern California

Los Angeles, CA  
Master's degrees in Public Administration, Public Policy, Health Administration, Planning, and Real Estate Development. Some Fellows can study at the Los Angeles or Sacramento campus. Each Fellow will receive a \$10,000 scholarship and is eligible for other merit-based awards.  
Contact: Marisol Gonzalez  
Phone: 213.740.0527  
E-mail: marisolr@usc.edu

## University of Vermont

Burlington, VT  
Community and economic development, entrepreneurship, environment, agriculture, applied economics, management, strategic planning, marketing, public policy, healthcare, leadership,

international public administration, human resources, budgeting/finance, organizational development, information technology.

Contact: Edward R. McMahon  
Phone: 802.656.4565  
E-mail: emcmahon@uvm.edu

## University of Washington

Seattle, WA  
Masters of Public Administration (MPA) with specializations in: international development, metropolitan and regional policy, social policy: poverty, education, and social welfare, science and technology policy, public and financial management, leadership, management, and decision-making, nonprofit management and philanthropy, environment and natural resource management

Contact: Alexandra (Alix) Furness  
Phone: 206.616.1618  
E-mail: aef4@u.washington.edu

## University of Wisconsin–Milwaukee

Milwaukee, WI  
Nonprofit management, urban studies, economics, geography, history, sociology, political science, English, urban planning, public administration.

Contact: Lisa Heuler-Williams  
Phone: 414.229.6155  
E-mail: heuler@uwm.edu

## University of Wisconsin–Stevens Point

Stevens Point, WI  
Fields relating to the environment, including natural resources, forestry, environmental education, youth programming, land-use planning, wildlife, soil and water science.

Contact: Dr. Tim Ginnett  
Phone: 715.346.4191  
E-mail: tim.ginnett@uwsp.edu

## University of Wyoming

Laramie, WY  
American studies with concentration in education, geography, history, or literature.  
Contact: Dr. Eric Sandeen  
Phone: 307.766.3898  
E-mail: esandeen@uwyo.edu

## Villanova University

Villanova, PA  
The Bachelor of Science in Nursing (BSN) second degree option is a 14-month program for those who have completed a previous non-nursing undergraduate degree. Master of Science in Nursing (MSN) with concentrations in Nursing Education, Health Care Administration, Nurse Practitioner, and Nurse Anesthetist; programs vary from 2-3 years. Fellows will receive tuition assistance to help reduce the cost of attendance and will participate in professional development activities.

Contact: Kimberly Connolly MPH, RN  
Phone: 610-519-5902  
E-mail: kimberly.connolly@villanova.edu



# The Paul D. Coverdell Fellows Program

(Formerly known as Fellows/USA)

## Western Illinois University

Macomb, IL  
Business administration, economics, geography, health education, political science, recreation, park, and tourism administration, sociology, M.S.Ed. in educational and interdisciplinary studies with the option to earn a TESOL Certificate.

Contact: Karen Peitzmeier  
Phone: 800.526.9943  
E-mail: pcf@wiu.edu

## Western New Mexico University

Gallup, NM  
Elementary, secondary, or special education, counseling, educational leadership, interdisciplinary.  
Contact: Dr. Melinda Salazar  
Phone: 505.722.3389  
E-mail: wnmupcf@hotmail.com

## Willamette University

Salem, OR  
MBA for business, government and not-for-profit management. Fellows will work with a variety of public and non-profit organizations in Oregon through the PACE program and other experiential learning opportunities. Fellows are eligible for up to full tuition merit-based scholarships.

Contact: Aimee Akimoff  
Phone: 503.370.6167  
E-mail: aakimoff@willamette.edu

## Xavier University of Louisiana

New Orleans, LA  
Fast Track to Teaching Program for those interested in teaching math, science, business, social studies or special education.

Contact: Ahdija Donatto  
Phone: 504.520.7533  
E-mail: acbaker@xula.edu

## Yale University

New Haven, CT  
Jackson Institute for Global Affairs, The MacMillan Center  
International Relations MA with individualized concentrations, joint degrees available in forestry and environmental studies, management, law, or public health.

Contact: Alice Kustenbauder  
Phone: 203.432.3418  
E-mail: international.relations@yale.edu

## School of Public Health

Master of Public Health (MPH). Fellows will complete internships with organizations in New Haven. Each Fellow will receive a minimum of \$5,000 and will be eligible for other merit/need-based scholarships and need-based grants.

Contact: Mary Keefe  
Phone: 203.785.6276  
E-mail: mary.keefe@yale.edu

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